

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-121

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Services



**OTHER RECREATION MEMBERSHIP
CLUBS PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, and provides guidance and procedures for the operation of Air Force recreation clubs other than those covered in Air Force Instruction (AFI) 34-272, *Air Force Club Program*. This instruction applies to Air Force Reserve Command and the Air National Guard, upon mobilization. This instruction may be supplemented at any level, but all supplements that directly implement this instruction must be routed to the OPR for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. All information has been updated and references to the Services Squadron have been replaced with the Force Support Squadron (FSS).

Chapter 1

GENERAL INFORMATION

1.1. Program Purpose. The purpose of recreation clubs is to meet the needs of special-interest groups. Some examples include rod and gun, riding, yacht, skiing, SCUBA, parachute, bicycling, model airplane, and snowmobile clubs.

1.2. Roles and Responsibilities.

1.2.1. Air Force Directorate of Services (AF/AIS). Responsible for policy, guidance on the use of appropriated and nonappropriated funds, and acts on requests for waivers to established policy.

1.2.2. Air Force Personnel Center, Directorate of Services (AFPC/SV). AFPC/SV provides operational guidance and technical support to Major Command (MAJCOM) and installation-level programs. AFPC/SV implements training programs to support activity managers and conducts centrally managed Air Force-wide initiatives.

1.2.3. Major Commands. MAJCOMs establish command operating goals, perform operational oversight, and conduct MAJCOM-unique training and program initiatives.

1.2.4. FSS Commander or Director:

1.2.4.1. Determines that recreation membership clubs are operating according to the purposes for which they were established and the applicable instructions are being followed.

1.2.4.2. Ensures club activities are operated efficiently.

1.2.5. Community Services Support Flight Chief:

1.2.5.1. Approves club operating instructions.

1.2.5.2. Reviews operations quarterly to ensure compliance with resale policies.

1.2.5.3. Conducts weekly spot-checks of firearm inventory records.

1.2.5.4. Evaluates, at least every other year, all club operations to ensure continued operations remain in the best interest of the Air Force. This is to ensure clubs remain active, are striving to attract and retain an engaged membership, make good use of facilities and equipment, and meet operational goals.

1.2.6. Recreational Club Manager (or Designated Club Officer):

1.2.6.1. Provides employee training.

1.2.6.2. Prepares, using available market and customer data, required financial, program, facility, and equipment plans, budgets, and reports.

1.2.6.3. Recommends resale prices and inventory levels to the Community Services Support Flight Chief for approval.

1.2.6.4. Tracks performance against goals established under the Community Services Support Flight.

1.2.6.5. Develops long-range plans according to AFI 34-262, *Services Programs and Use Eligibility*.

1.2.6.6. Reviews and updates operating instructions annually and ensures copies are available to club members.

1.2.6.7. Works with the civil engineer and bioenvironmental offices to ensure facilities and maintenance practices comply with applicable environmental requirements. Respect for the environment and careful stewardship of natural resources must be demonstrated in all club operations and program practices.

1.2.6.8. Actively partners with other FSS activities to the benefit of customers and the community.

1.2.7. **Advisory Committees.** These optional committees are comprised of club members and appointed representatives of appropriate installation organizations. Their functions are the same as outlined in AFI 34-272. The Air Force encourages standing committees on safety, programs, membership, publicity, and facilities.

Chapter 2

CLUB ESTABLISHMENT

2.1. Club Establishment. Clubs are organized as Services activities supported by a nonappropriated fund instrumentality (NAFI) in accordance with AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. The Community Services Support Flight Chief must consider the following before activating a club:

2.1.1. The degree of contribution to the recreational, morale, and social needs of the installation population.

2.1.2. The scope of interest as determined by market assessments such as surveys and focus groups.

2.1.3. Asset protection, safety, and liability factors.

2.1.4. The financial impact of the operation on the Installation Morale, Welfare, and Recreation Fund (IMWRF).

2.2. Dues. The club manager or officers must consider the following when establishing dues rates and payment schedules:

2.2.1. Total club operating expenses not covered by sales and activity revenue.

2.2.2. Current and projected membership.

2.2.3. Future capital expenditures.

2.3. Sales Policy. Clubs may sell goods and services related to the purpose and function of the club, when the installation commander determines Army and Air Force Exchange Service (AAFES) cannot provide this service (see AFI 34-262 and AFI 34-211(I), *Army and Air Force Exchange Service General Operations*).

2.3.1. Sales are limited to authorized club members (see AFI 34-262).

2.3.2. The installation commander approves merchandise consignment programs. Consignment sales of firearms and ammunition must receive MAJCOM approval.

2.3.3. Members must not routinely resell any items they purchase from the club.

2.3.4. Goods marked down for sale at reduced prices will be offered to all members on a first-come, first-served basis.

2.4. Snack Bars. Snack bars and concession stands may be established according to AFI 34-201. Employees must be properly trained in safe food handling, preparation, and storage procedures and equipment cleaned and inspected. Work with other Force Support personnel, with the necessary expertise, to ensure food safety. If alcoholic beverages are sold, the staff must be trained in Dram Shop Theory. See AFI 34-219, *Alcoholic Beverage Program*, for other requirements and restrictions. Club staff will not consume or be under the influence of alcoholic beverages while on duty. Participants should not consume alcoholic beverages preceding or during an activity.

2.5. Related Operating Procedures. See AFI 34-110, *Air Force Outdoor Recreation Programs and Procedures*, for operating procedures for rod and gun, skin diving and SCUBA,

parachute, yacht, and riding clubs. Any club operating the same type of program or facility covered by AFI 34-110 must follow that same guidance. For example, recreational club operated shooting ranges must also have a lead shot harvest plan.

2.6. Serious Incident Reporting for Force Support Activities. In addition to any local reporting procedures and notification through the chain of command (OPREP, beeline, etc.), FSS Commanders or Directors must notify AF/A1S simultaneously (within four hours or as soon as possible) of all serious incidents via <https://www.usafservices.com/SIR/SIR.aspx>. Incidents that must be reported include:

- 2.6.1. Major property damage or theft (fire, natural disaster, aero club or vehicle accident, etc.).
- 2.6.2. Death or hospitalization of an employee or customer.
- 2.6.3. Sensitive issues impacting FSS employees assigned to Services activities or NAF operations.

DARRELL D. JONES
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 34-110, *Air Force Outdoor Recreation Programs and Procedures*, 6 January 2012

AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, 17 June 2002

AFI 34-211(I), *Army and Air Force Exchange Service General Operations*, 30 July 2008

AFI 34-219, *Alcoholic Beverage Program*, 17 October 2007

AFI 34-262, *Services Programs and Use Eligibility*, 27 July 2002

AFI 34-272, *Air Force Club Program*, 1 April 2002

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AF—Air Force

AF/AIS—Air Force Directorate of Services

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSVA—Air Force Services Agency

FSS—Force Support Squadron

IMWRF—Installation Morale, Welfare, and Recreation Fund

MAJCOM—Major Command

MWR—Morale, Welfare, and Recreation

NAFI—Nonappropriated Fund Instrumentality